



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position:

Online Associate Director

Location:

Crosslake Community School Online Program (remote)

FTE/ Hour Allotment:

0.5 FTE (20 hours per week) - may be combined with additional role to be full-time

Immediate Supervisor:

Director of Online Learning

Position Summary:

To provide leadership to the online program with a focus on grades K-8. Responsible for program growth and accountability, enhancement of services and programs for K-8, and providing leadership and supervision to K-8 teaching, coaching, and support staff.

Performance Responsibilities

- Provide leadership and oversight to K-8 online teachers, learning coaches, special education services, and other K-8 staff
- Demonstrate a positive and active leadership role in fostering team relationships
- Lead by example and model effective communication and empowerment behaviors
- Establish and maintain high standards for student and staff conduct to ensure the school climate is conducive to learning
- Enforce discipline as necessary, according due process to the rights of students
- Participate in weekly director meeting and other leadership/staff meetings
- Facilitate collaboration and communication strategies among supervised staff
- Support online director with communication needs targeting the K-8 grade level students and staff
- Conduct regular K-8 team meetings
- Monitor online academic and behavioral data and implement plans for improvement
- Develop program goals and desired outcomes for students
- Manage daily academic and behavioral issues that arise with students
- Work with parents/guardians, teachers, and other school staff to address issues
- Coordinate and help plan for interventions which may require student, parent/guardian, and outside agencies
- Partner with the EE coordinator to establish goals and implement activities intended to meet those goals
- Create a "elementary/middle school" identity and traditions for the K-8 online students
- Responsible for day-to-day supervision of all K-8 staff; including approving PTO/ESST requests and purchase orders
- Communicate concerns with Online Director and collaborate to find solutions
- Perform classroom observations and manage staff performance, including evaluations, recognition, and correction
- Communicate with Online Director when additional resources are needed
- Responsible for day-to-day online safety and health matters for K-8 grade online students

- Ensure staff have appropriate training to handle health and safety issues that are presented
- Consult with Online Director as legal, compliance, policy issues arise
- Stay informed about student and staff technology needs, communicate needs to Online Director
- Identify areas for improving technology processes and procedures
- Ensures staff are informed of contract goals and progress towards achieving the goals
- Develops annual personal/professional goals and PD plans to help achieve those goals
- Provide leadership in the absence of the Online Director
- Other duties as assigned by the Online Director
- Occasional travel to the school building in Crosslake, MN may be required.

Requirements:

- Current Minnesota Teaching, Counseling, or Administrative Licensure in the field of Education
- Demonstrated computer literacy in Word, Excel, PowerPoint, and Google applications such as Google Drive, GoogleDocs, and the calendar function.
- Experience with online learning management systems.
- Experience with K-8 youth in teaching, advising, or advocacy capacities.
- Ability to work well alone as well as with others.
- Ability to multitask.
- Ability to prioritize competing tasks.
- Organizational skills and excellent attention to detail.

Desired Background

- Educational Administrative licensure preferred
- Supervisory experience
- Charter school teaching/leadership experience
- Experience working with students in virtual or online settings

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit				X
Use hands				X
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never	Occasionally	Frequently	Continuously
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	0% of time	1-33% of time	34-66% of time	66-100% of time
Up to 10 lbs			X	
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

Salary or Hourly Range:

\$30,000-35,000 (at .5 FTE)

Work Schedule and Agreement:

- This is a year-round position based on the school fiscal year of July 1-June 30. Hours are flexible and will be determined in partnership with the Online Director upon hire. The employee is expected to work on the Board Approved School Calendar Days and Summer Calendar Days (with flexibility based on .5 FTE).

If interested, please send resume and letter of interest to hire@crosslakekids.org

Board Approved:

TBD